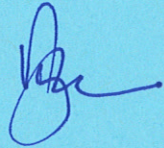


TITLE: GRANTS CHECKLIST	POLICY NO.: CDLO 107
PURPOSE: Provide an organization tool to manage and capture key actions and dates on all grants. Checklist will be included in each Grant file, and will be helpful when documenting grant activity when preparing Performance Reports.	

CHECKLIST Form is attached. Place this CHECKLIST in each Grant Folder.

Grant Check List

Grant Application Name _____

DOA Account NUMBER: _____

Grant Number: _____

Grant FAIN Number: _____

Grant Performance Period: _____

MOA or Contract Effective Date: _____

RENEWAL DATE: _____

() Submit OLDCC site www.oldcc.gov Date: _____

() Complete application online

() Send application to State Clearing house Date Completed: _____

() Memo to State Clearing House

() Complete GSC Grant Projection Application (online)

() Scan Application, Scope of Work, Grantor Approval

() SUBMIT to GSC. Scan entire package and email to GSC

() Prepare MOA's if applicable Date Action Completed _____

() Prepare MOA and have Sub-recipient review

() Prepare Work Request

() Attach Grant Application and Terms and Conditions (ALL)

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() Send for signatures when final – CDLO, Sub-recipient Agency, COS, BBMR, DOA and AG

() Attach routing sheet if necessary

Establishment of Account (EOA DOA form)

Date Action Completed _____

() Request for establishment of an account

() Application – narrative & budget

() Need to have gone to State Clearing House already

() Send to COS for signature – then to BBMR and DOA

NOTE:

() New Consultants– ensure all consultants have vendor #s with DOA

() MOA Time Extensions – Process before expiration date.

() Send any Grant Amendments (increase in funding, time extensions etc.) to BBMR and DOA

* Prepare EOA and reflect changes

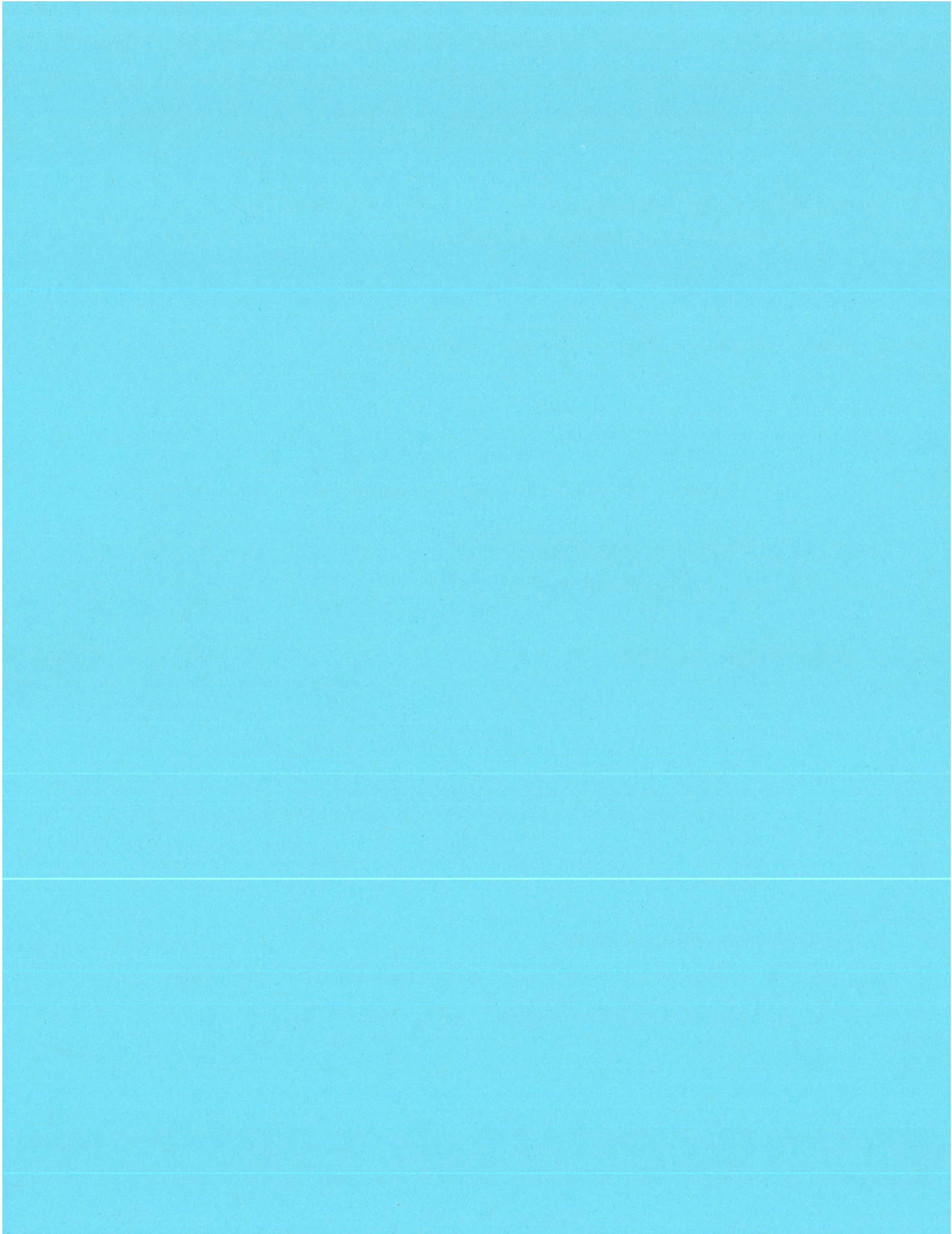
* Attach Grantor documents

CONSULTANT Contracts (RFP'S)

- Prepare and finalize contract with Consultant/Governor's Legal Advisor
- Send for signatures – Consultant; OOG; Certifying Officer; BBMR; Attorney General and then the Governor
- Send to Central Files for documentation and for REGISTRATION with DOA
- Ensure Consultant has a Vendor Number with DOA – application can be found at the DOA website
- Once Contract is signed by the Governor, a Notice to Proceed (NTP) can be sent to the Consultant

NOTE: Prepare two files for each Grant.

- One will contain all Grant actions – Grant Application and Approval, Performance Reports, Reimbursement Requests, Amendments, etc.
- One will contain all other documents/correspondences printed on that grant.



Grant Check List

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Grant Number: _____

Grant FAIN Number: _____

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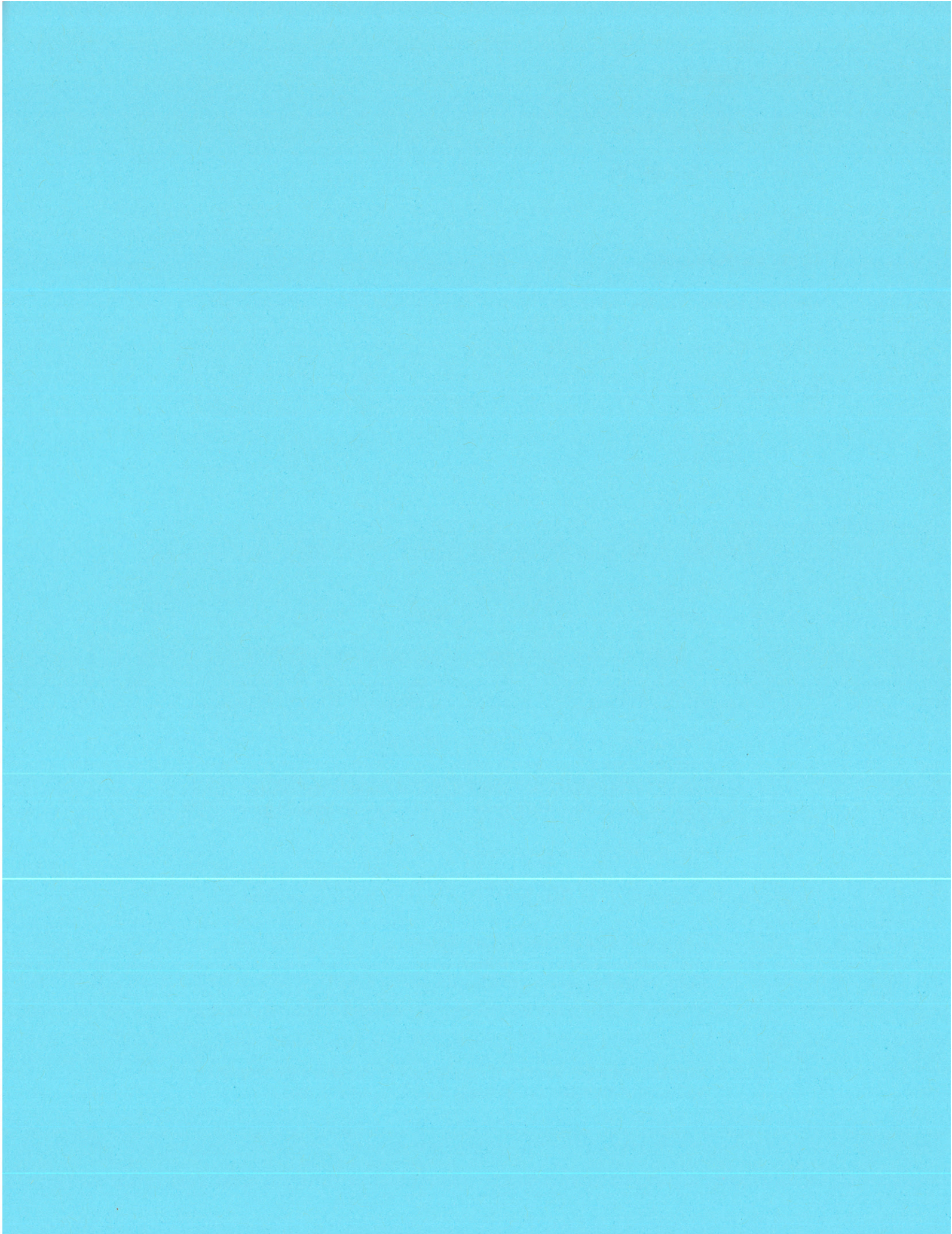
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